

EDEH, MERIT CHINECHEREM

Address: 15, Bale Street Muwo, Ojo, Lagos State.

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Sex: Female

Career Objective

Dedicated professional with a background in Botany and versatile experience in the food industry and general administration. Seeking a position that allows me to seamlessly blend my botanical knowledge with my food expertise and administrative skills. Eager to contribute to projects that emphasize sustainability, healthy meal consumption, environmental conservation, and food research within a dynamic and growth-oriented organization. Committed to applying my diverse skill set to drive innovation, contribute to organizational goals, and foster professional development.

Core Competency and Skill

- Team Collaboration
- Excellent Interpersonal and Communication Skills
- Research and Analysis
- Effective Time Management
- Strategic Leadership and Supervisory Skills
- Agribusiness Management
- Meal interpretation and combination
- Strong Organizational and Administrative Skills
- Inventory Management

Professional Experience

Cook 702 gourmet bukka	2025
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Key Accomplishments

- Prepare tasty meal for customers based on order and preference
- ensure customer satisfaction and over time patronage
- ensure safe environment for customers and staff.

Head Cook Tristone Hotel and Apartments	2024 - 2025
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Key Accomplishments

- Prepared tasty meals for customers on time.
- Developed new recipes and crafted out new menus.
- Prepared meat, vegetables, garnishes, and other ingredients to be used for cooking, and made sure that food items are always fresh before serving.

GRADUATE INTERN	2024
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International Institute of Tropical Agriculture

Key Accomplishments

- Efficiency in DNA extraction, polymerase chain reaction, gel electrophoresis, nanodrop spectrophotometer.

PHARMACY AID

2023

Perfect Health Pharmacy and Superstore, Ogun State

Key Accomplishments

- Efficiently processed and dispensed prescription orders, and adherence to regulatory guidelines.
- Provided exceptional customer service by addressing inquiries, offering medication information, and ensuring a positive customer experience, resulting in a 30% increase in customer satisfaction scores.
- Assisted in managing pharmacy inventory, minimizing waste, and ensuring adequate stock levels, contributing to a 10% reduction in inventory discrepancies.
- Collaborated with pharmacists and healthcare professionals to ensure smooth pharmacy operations, fostering a positive and efficient work environment.

ADMINISTRATIVE ASSISTANT (NYSC)

2022 – 2023

Women Affairs Nursery and Primary School, Ondo State

Key Accomplishments

- Efficiently managed office tasks and maintaining filing systems.
- Implemented and maintained office procedures to ensure smooth operations and adherence to policies.
- Acted as a liaison between management, ensuring clear communication and efficient workflow.

Head Cook

2021

Sweet Savor Restaurant

Key Accomplishments

- Proficient in meal planning and efficient application.
- Efficient in food preparation operation and customers satisfaction.
- Stock keeping and cost control and waste management.
- Handle customers' orders when the need arises.

INDUSTRIAL TRAINEE

2019 – 2020

Federal Ministry of Agriculture, Anambra State

Key Accomplishments

- Assisted in the development of agricultural extension services, contributing to increased farmer awareness and adoption of modern farming techniques.
- Participated in soil testing and analysis, providing recommendations for nutrient management and improving crop yield.

- Coordinated field trials for new agricultural products, facilitating successful product launches and increasing product visibility.

Educational History

Bachelor of science (B. Sc.) – Botany Nnamdi Azikiwe University, Anambra State, Nigeria	2016 – 2021
Senior School Certificate Examination (SSCE) Community Secondary School, Nsude, Enugu State, Nigeria	2009 – 2015

Certifications and Licenses

• Certification in Food Safety and HACCP.	2026
• Sir V Kitchen Ng: Certificate of Culinary arts.	2024
• Classic Systems Infotech Limited, in Affiliation with Federal University of Technology, Akure: Human Resource Management Professional (HRMP)	2023
Health Safety and Environment Professional Safety Course (HSE Level 1 & 2)	2023
• National Youth Service Corp (NYSC) - Discharge Certificate	2023

Interests

- Professional Development
- Community Involvement
- Technology and Innovation
- Networking

Languages

English and Igbo

Referees

Will be provided upon request.